

Top Ten Occupation 1.

កម្មករជំនាញដេប៉ាក់
Sewing, embroidery and related workers

Sewing, embroidery and related workers sew together, repair, renovate and decorate garments, gloves and other products of textile, fur, light leather and other materials. They work mainly by hand using a needle and thread but may perform some tasks using a sewing machine.

TASK

- Repairing defective or damaged portion of cloth or garment by hand, using matching thread and needle;
- Removing stitches from garments to be altered, using rippers or razor blades;
- Selecting thread according to specifications or colour of parts or dyeing thread to match colour and shade of cloth to be darned;
- Patching holes, sewing tears and ripped seams, or darning defects in items, using needles and thread;
- Pulling knots to the wrong sides of garments, using hooks;
- Trimming ends with scissors to make mended portion look uniform with pattern of cloth;
- Sewing ornamental designs by hand over stamped, printed



or stencilled patterns on fabric using needle and coloured thread;

- Embroidering ornamental designs on cloth by hand or machine using needle and coloured threads;
- Softening leather or shoe material with water to prepare it for sewing;
- Sewing or gluing decorative trimmings to articles, such as hats, caps, or millinery;

EDUCATION AND TRAINING

- The primary or high school diploma
- Short-term or long-term on-the-job training in sewing and embroidery
- Related work experience



SKILL AND COMPETENCY REQUIREMENTS

- Ability to read and write Khmer Language
- Basic skills in sewing or embroidering

PHYSICAL ATTRIBUTES AND CHARACTERISTICS

- Good physical health
- Responsible and honest
- At least 18 years old

SALARY AND COMPENSATION

- Average wage US\$61 -100 per month
- Allowance and other benefits or incentives depended on company policy

Top Ten Occupation **2.** កម្មករជំនាញអេឡិចត្រូនិច **Electronic workers**

Electronic Workers install, fix and maintain electronic machines that are common to business and households such as: computer, television, radio, speakers, cassette players, and many other types of electronic products.

TASK

- Travelling to customers' workplaces or other locations to make the necessary repairs
- Primarily performing hands-on repair, maintenance and installation of electronic equipment,
- Running diagnostic tests to find problems, adjusting and replacing worn parts to ensure that the equipment functions properly.
- Performing routine maintenance on regular basis

EDUCATION AND TRAINING

- High school diploma
- Vocational and Technical Certificate Level I to Bachelor Degree in Electronic
- Related work experience



SKILL AND COMPETENCY REQUIREMENTS

- Basic understanding on repair and maintenance of electronic equipment
- Knowledge and skills in the use of the hand tools such as pliers, screw-drivers, wrenches, hammers, knives and electric drill etc.
- Good communication and team work skills
- Ability to work under pressure
- English is preferable



PHYSICAL ATTRIBUTES AND CHARACTERISTICS

- Good physical health
- Responsible and self-motivation
- Honesty and work hard



Top Ten Occupation **3.** កម្មករក្នុងវិស័យកសិកម្ម Agricultural worker

Agricultural workers work mainly on growing, propagating, preparing land, applying natural and chemical fertilizer to get high quality of agricultural product to market, working mostly on the farm.

TASK

- Growing and harvesting grains, fruit, vegetables, nuts, fiber and other crops.
- Packing and loading crops for shipment.
- Staking tree; tying, wrapping, and packing plants to fill order; digging up or moving field-grown and containerizing trees
- Applying pesticides, herbicides and fertilizers to crops and repair fences and basic farm equipments.
- Grading, sorting or classifying unprocessed food and other agricultural products by size, weight, colour, or condition and discarding inferior or defective product.



EDUCATION AND TRAINING

- The primary or high school diploma
- Short-term or long term training



- Related work experience

SKILL AND COMPETENCY REQUIREMENTS

- Ability to read and write Khmer Language
- Able to work as part of a team
- Able to work under pressure
- Can be work over time

PHYSICAL ATTRIBUTES AND CHARACTERISTICS

- Good Physical Health
- Responsible and self-motivated
- Hard-working and patient



Top Ten Occupation **4.** សន្តិសុខ Security Guards

Security guards, who are called security officers, patrol or inspect property to protect against theft and vandalism. They control access to establishments and maintain order at public events and within establishments.

TASK

- Maintaining order and protecting the property, staff, and customer
- Picking up and ensuring the safe delivery of cash and valuables to bank and other establishments.
- Patrolling premises and checking doors, windows and gates to prevent and detect signs of unauthorised entry
- Controlling access to establishments, monitoring and authorizing the entrance or departure of employees and visitors, checking identification and issuing security passes
- Performing security checks of passengers and luggage
- Responding to alarms, investigating disturbances and contacting superiors, police or fire fighters as appropriate



- Daily record pass-by visitors
- Routine site safety inspections

EDUCATION AND TRAINING

- The primary or high school diploma
- Short-term or long-term on-the-job training

SKILL AND COMPETENCY REQUIREMENTS



- Ability to read and write Khmer Language
- Ability to work as part of a team
- Ability to work under pressure
- Can be work over time

PHYSICAL ATTRIBUTES AND CHARACTERISTICS

- Good physical health
- Can be communicate well with people
- Responsible and Honest
- Over 18 years old



SALARY AND COMPENSATION

- Average wage US\$ 60-150 per month
- Allowance and other benefits or incentives depended on company policy

Top Ten Occupation **5.**

ជំនាញអគ្គិសនី
Electricians

Electricians work with the system that bring electricity into home, factories and businesses. They install and maintain the wiring, fuse, and other components through electricity flow.

TASK

- Installing, testing, maintaining and repairing wiring, and air conditioning systems.
- Installing wiring for telephones, intercoms, and fire alarm and security system
- Repairing, upgrading or replacing existing electrical system and electrical equipment.
- Connecting all types of wires to circuit breaker, transformer, outlets or other components.
- Setting up and drawing diagrams for entire electrical systems into home, factories, and businesses.
- Periodically inspecting all equipment to ensure it is operating properly and to correct problem before breakdowns occur.
- Advising management whether continued operation of equipment could be hazardous



EDUCATION AND TRAINING



- Associated degree in electricity
- Long-term on-the-job training
- Related work experience

SKILL AND COMPETENCY REQUIREMENTS

- Can use hand tools such as screwdriver, pliers, knives, hacksaws, and wire strippers, as well as power tools: drill, saw, lamps, electric generation and other equipment to test connection.
- Knowledgeable in measuring, installing conduit and test wiring, outlets and switches.
- Manual dexterity
- Good communication skill
- Ability to speak and understand English.



PHYSICAL ATTRIBUTES AND CHARACTERISTICS

- Good Physical Health
- Responsible and self-motivated
- Hard-working and patient

Validity of Top Ten Occupation: 2011-2012

Top Ten Occupation 6.

អ្នកជំនាញផ្គត់ផ្គង់ និងទីផ្សារ Sale and Marketing Professional

Sales and marketing professional plan, develop, coordinate and implement programs of information dissemination to promote organizations, goods and services, and represent companies in selling a range of technical, industrial, medical, pharmaceutical and ICT goods and services.

TASK

- Commissioning and undertaking market research, analysing the findings, planning advertising marketing, identifying market opportunities for new and existing goods and services
- Supporting business growth and development through the preparation and execution of marketing objectives, policies and programs;
- Planning and organizing publicity campaigns;
- Appraising and selecting material submitted by writers, photographers, illustrators and others to create favourable publicity;
- Acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions;



- Assessing customers' needs and explaining and demonstrating goods and services to them;
- Advising on all elements of marketing such as product mix, pricing, advertising and sales promotion, selling, and distribution channels.

EDUCATION AND TRAINING

- Bachelor degree in Marketing
- Training certificate on Sale and Marketing
- Related work experience
- Driving license as required



SKILLED AND ABILITY REQUIREMENTS

- Fluent in foreign language (English or Chinese)
- Knowledge and ability to use basic computer such as Ms Office, internet and email
- Skill in coordination and negotiation
- Excellent in group working and public relation
- Knowledge of customer's concept and culture
- Ability to work under pressure

PHYSICAL ATTRIBUTES AND CHARACTERISTICS

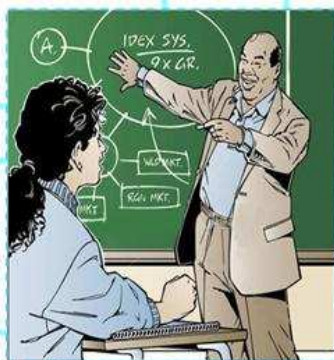
- Good looking and sociable
- Capable, dynamic and brilliant
- Creative and self-confident
- Hard-working, patient, responsible, and honest

Top Ten Occupation **7.** សាស្ត្រាចារ្យ Professor

University and higher education professor prepare and deliver lectures and conduct tutorials in one or more subjects within a prescribed course of study at a university or other higher educational institution. They conduct research, and prepare scholarly papers and books.

TASK

- Designing and modifying curricular and preparing courses of study in accordance with labour market demand
- Preparing and delivering lectures and conduct tutorials and seminars
- Stimulating discussion and independent thought among students;
- Supervising, where appropriate, experimental and practical work undertaken by students;
- Administering, evaluating and marking examination papers and tests;
- Directing research of post-graduate students or other members of department
- Participating in department and faculty meetings and in conferences and seminars;



EDUCATION AND TRAINING



- Bachelor or higher degree
- Related work experience

SKILL AND COMPETENCY REQUIREMENTS

- Pedagogical capabilities
- Good command of content knowledge
- Coordination and negotiation skill
- Good communication skills
- Analytical mind
- Ability to speak, read and write English

PHYSICAL ATTRIBUTES AND CHARACTERISTICS

- Good Physical Health
- Professional
- Patient and fair
- Punctual, flexible, creative, and cheerful
- Social-investigative



Top Ten Occupation **8.** អ្នកបង្កើនសេវាសេវា Tour Guides

Tour guides plan and oversee travel arrangement and accommodations for groups of tourists. They assist travelers with questions or problems, and they may provide travelers with itineraries of their proposed travel route and plans. Tour guides research their destination thoroughly so that they can handle any unforeseen situation that may occur.

TASK

- Make sure that the passengers in a group tour enjoy an interesting and safe trip
- Know a great deal about their travel destination and about the interests, knowledge, and expectations of the people on the tour
- Handle all the details of a trip prior to departure
- Schedule airline flights, bus trips, or train trips as well as book cruises, houseboats, or car rentals
- Research area hotels and other lodging for the group and make reservations in advance
- Plan itineraries and daily activities, keeping in mind the interests of the group
- Make sure all aspects of transportation, lodging, and recreation meet the planned itinerary
- Must see travellers baggage and personal belongings are loaded and handled properly
- See that the group stays together so that members do not miss their transportation arrangements or get lost



- arrange free time for travelers to pursue their individual interests, although time frames and common meeting points for regrouping are established in advance
- Intercede on their travelers' behalf when any questions or problems arise regarding currency, restaurants, customs, or necessary identification.

EDUCATION AND TRAINING

- Bachelor degree in field tourism
- High school diploma
- Training Courses in history, geography, sociology, anthropology, art, architecture, foreign languages, speech, literature and communication are good preparation.



SKILL AND COMPETENCY REQUIREMENTS

- Knowledgeable in history, geography, sociology, anthropology, art, architecture, foreign languages, speech, literature
- Be resourceful and be able to adapt to different environment



- Able to in charge of large group of people and Having good time-management skills
- Good Communication and negotiated Skill
- Problem-solving skill

PHYSICAL ATTRIBUTES AND CHARACTERISTICS

- Good physical health
- Fun-loving and know how to make others feel at ease in unfamiliar surroundings.
- Outgoing, friendly and confident highly responsible and punctual.

Validity of Top Ten Occupation: 2011-2012

Top Ten Occupation **9.** វិស្វករសំណង់ស៊ីវិល Construction civil engineers

Civil engineers design and supervise the construction of roads, buildings, airports, tunnels, dams, bridges, and water supply and sewage systems. They manage the operation and maintenance of civil engineering structures and advise on technological aspects of particular materials.

TASK

- Advising on and designing structures such as bridges, dams, docks, roads, airports, railways, canals, pipelines, waste-disposal and flood-control systems, and industrial and other large buildings;
- Determining and specifying construction methods, materials and quality standards, and directing construction work;
- Organising and directing maintenance and repair of existing civil engineering structures;
- Analysing the behaviour of soil and rock when placed under pressure by proposed structures and designing structural foundations;



- Estimating the construction cost, from the construction costs and expected life-time of a project

EDUCATION AND TRAINING

- Associated degree or higher degree in engineering
- Related work experience



SKILL AND COMPETENCY REQUIREMENTS

- Computer skill: AutoCAD, Photoshop, Corel Draw, Microsoft office, and Internet
- Skill in organizing and designing structure.
- Knowledgeable in organizing, evaluating and analysing quality of project.
- Problem-solving Skill
- Competency in specific fields of engineering
- Be able to work as part of a team and to communicate well, both orally and writing in English, French or Chinese.

PHYSICAL ATTRIBUTES AND CHARACTERISTICS

- Good physical health
- Creative, inquisitive, analytical and detail oriented.
- Hard-working and be able to work under pressure
- Highly responsible and self-confident



Top Ten Occupation 10. គណនេយ្យករ Accountant

Accountants plan, organize and administer accounting systems for individuals and establishments. Some occupations classified here examine and analyse the accounting and financial records of individuals and establishments to ensure accuracy and compliance with established accounting standards and procedures.

TASK

- Planning and installing budgetary, accounts controlling and other accounting policies and systems;
- Preparing and certifying financial statements for presentation to management, shareholders and statutory or other bodies;
- Preparing tax returns and advising on taxation problems
- Preparing or reporting on profit forecasts and budgets;
- Conducting financial investigations in such matters as suspected fraud, insolvency and bankruptcy;
- Auditing accounts and book-keeping records;
- Conducting investigations and advising management on financial aspects of productivity, stockholdings, sales, new products, etc.;



- Devising and controlling a system to determine unit cost of products and services

EDUCATION AND TRAINING



- Bachelor's degree in Business, accounting or related field
- Related work experience

SKILL AND COMPETENCY REQUIREMENTS

- Knowledgeable in measurement and mathematic
- Ability to analyse, compare, and interpret the fact and figure quickly.
- Ability to clearly communicate the results of the work to clients and managers both verbally and in writing
- Ability to work as part of a group
- Skills in the basic accounting and computer software package (MS-Word, Excel, Quick Book & Power Point...etc)
- Ability to read and write in English
- Ability to work under pressure



PHYSICAL ATTRIBUTES AND CHARACTERISTICS

- Honest, friendly and responsible
- Patient and intelligent
- Punctual